



DEPARTMENT OF THE NAVY
SPACE AND NAVAL WARFARE SYSTEMS COMMAND
4301 PACIFIC HIGHWAY
SAN DIEGO, CA 92110-3127

SPAWARINST 1800.1
SPAWAR 00A-14
18 Apr 05

SPAWAR INSTRUCTION 1800.1

From: Commander, Space and Naval Warfare Systems Command

Subj: COMMAND SPONSORED OFFICIAL CEREMONIES - USE OF DWIGHT
MILLER COMMON AREA

Ref: (a) MILPERSMAN 1800-010
(b) US Navy Regulations
(c) OPNAVINST 1710.7A
(d) SECNAVINST 5603.2D
(e) OPNAVINST 5218.7B
(f) COMNAVREGSWINST 5400.1
(g) MILPERSMAN 1741-020

Encl: (1) Ceremony Printing Policy
(2) Checklist of Responsibilities for use of
Dwight C. Miller Commons
(3) Ceremony Diagrams
(4) Request for Official Ceremony
(5) Official Ceremony Checklist
(6) Security Badge Guest List
(7) Transition Timeline
(8) Useful Contacts and Telephone Numbers

1. Purpose. To provide procedures and funding guidance for SPAWAR headquarters and Program Executive Office (PEO) personnel requesting command sponsored ceremonial support in conjunction with official ceremonies as provided by references (a) through (g). To ensure adherence to budgetary regulations and directives that govern the disbursement of appropriated funds, this instruction is provided to ensure all headquarters/PEO personnel utilize a fair baseline prior to submitting requests for a command sponsored ceremony.

2. Background. Reference (a) states that upon retirement or transfer to the Fleet Reserve a service member shall, if the member so desires, be afforded a ceremony designed to express Navy's appreciation for the many years of faithful and honorable service the member has devoted to their country.

3. Policy. For official ceremonies, service members should understand that every reasonable request within budgetary constraints and practicality will be approved by the chain of command; however, certain restrictions do apply:

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a. Funding for official ceremonies must not exceed a total cost of \$1,000. All variations to the funding ceiling will be approved by the Deputy Commander or Commander. Funding is the responsibility of the sponsoring code/office/PEO/PMW. The only variation to this rule will be for change of command events.

b. Per references (d) and (e), funding authorization includes printing as outlined in enclosure (1), as well as the cost of any commercial vendors hired to support the event.

c. Headquarters/PEO can fully fund or sponsor events conducted in the Old Town complex shown in enclosure (2). In the event the retiring member desires to hold their retirement other than at Old Town, then it is the members responsibility to provide personal funding to cover the cost of the ceremony.

d. Headquarters/PEO will provide podiums (2), chairs (200), public address system (1), bullets (6), bells (1), carpet (1), bunting, dais (1), flags (56), and tables (10). SPAWAR policy prohibits the removal of ceremonial equipment from the Old Town complex to off-site locations.

e. All costs for plaques, shadow boxes, uniform items (ribbons, medals), engraving, receptions, food, beverages, cutlery, condiments, refreshments, gifts, and flowers presented to family members or special guests are the responsibility the individual requesting a command sponsored ceremony.

f. Enclosure (8) and the SPAWAR Knowledge Center (SKC) provide a ready reference to assist prospective retirees and Action Officers in contacting local ceremonial support services (Chaplain, Color Guard, Honor Boatswain's mate, etc.).

4. Action

a. Prospective retirees must review Enclosure (7) and submit a formal request to Code 09M by completing enclosure (4) 120 working days before the anticipated retirement ceremony. All requests will route via the chain of command, to include respective Administrative Officers. The retiree is responsible for providing the 09M and HQ Command Master Chief a copy of enclosure (4).

b. Upon receipt of enclosure (3), a code/PMW/office Administrative Officer can designate an Action Officer to coordinate with 09M and HQ Command Master Chief to smoothly complete all necessary action items. The following four items are key to making this event successful for the Action Officer:

(1) Appropriate personal award drafted 120 days before the retirement ceremony. The timeline for submission to Code 09M will fluctuate based upon the type of award.

(2) Prepare an information sheet that provides a chronological list of the retiree's major duty assignments and awards. Furthermore, include comments regarding performance and contributions.

(3) Retiree and associated Action Officer are responsible for selection of his/her sideboys, chaplain, guest speaker, master of ceremonies, color guard, honor boatswain, Navy band or Marine Corps Band (if requested) and Navy photographer. HQ Command Master Chief can assist in the coordination.

(4) Submit enclosure (6) to Top Side Security 15 days before the event.

c. 09M will ensure the following items are completed and ready for the ceremony:

(1) Certificate of Retirement or transfer to Fleet Reserve certificate with lapel pin.

(2) Certificate of Appreciation from the President of the United States.

(3) Certificate of Appreciation for the spouse, children and parents (if appropriate).

(4) Commander's Appreciation of Service Letter.

(5) Commander's Appreciation for spouse letter (if appropriate).

(6) Governor's Letter of Appreciation from member's home state.

(7) MCPON Certificate of Appreciation (enlisted only - if appropriate).

(8) Retirement flag orders will be accomplished upon receipt of enclosure (4). One US Flag will be provided by SPAWAR to the retiree POC is 09M.

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(9) In the event of a change of command within the SPAWAR organization, 09M will contact the appropriate code/PMW/office Administrative Officer to review their POA&M utilizing the contents of enclosure (5).

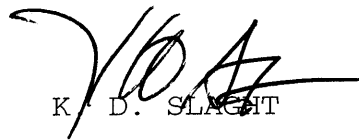
d. Head Quarters Command Master Chief

(1) Confirm the date and time of the ceremony and keep the Commander apprised of pertinent details.

(2) Coordinate with retiree and Action Officer for color guard, chaplain, honor boatswains and photographer.

(3) Offer assistance to the Action Officer or retiree.

(4) Coordinate with 09M regarding certificates.



K. D. SLAGIT

Distribution:
Electronic Only

Ceremony Printing Policy

1. Printed matter. Reference (d) provides guidance and limitations for use of accountable public funds in support of official ceremonies. All printing in support of official ceremonies will be provided by a servicing Defense Automation and Production Service (DAPS) office. DAPS maintains customer service and printing offices at Naval Station San Diego, NAS North Island, and SPAWARSYSCEN San Diego.

a. Printing specifications. DAPS charges for printing are broken into two categories; Invitations and programs. Color Cover and black and white inserts are authorized. Full color printing is authorized, but consideration of the cost benefit of black and white printing will be given. The number of programs and invitations will be limited to the minimum reasonable amount to support the function. Printing of extra matter for personal use is not authorized.

(1) Official programs. The authorized format for printing of programs is 8-1/2 x 11 inches white 110-pound "offset book" or equivalent. Printing will be in a landscaped orientation and duplexed to provide a finished product of 5-1/2 x 4-1/4 inches stapled at the seam. The cover of programs in support of official ceremonies will include the Navy Seal. Activity symbol, insignia, or other emblematic devise may also be used on the front cover so long as its size does not exceed that of the Navy Seal. Embellishments such as stair-step pages or commemorative items that add unnecessary expense to printing are prohibited. The users may add tassels after printing - so long as they are an authorized purchase through a commercial source. Printing of programs may not exceed three double-sided pages.

(2) Invitations. For invitations hosted by the Commander, a white or blue flag with blue or white stars (with gold staff and halberd) will be used depending on Commanders designation. Rank insignia may also be appropriate depending on the occasion. An example of an official invitation is provided on the SKC and contents of official invitations are limited to include:

(a) Invitation. Invitations will be prepared in the format provided in chapter 10 of reference (c). Invitations can be mailed at command expense via 09M (mail services).

(b) R.S.V.P. card. For mailing purposes, one side will be printed to conform with the Business Reply Format required by the reference (e) (*this format will be provided by*

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DAPS). R.S.V.P. cards will not be stamped/franked by the command, but must be marked official business. R.S.V.P. can be electronically transmitted at the individual's discretion.

(c) Reception announcement. An invitation to a related reception immediately following such ceremonies may be included in the official mailing of the announcement if it does not result in any increase in cost to the government and does not include an advertisement for or endorsement of any private enterprise.

(d) Miscellaneous. Limit additional material to that required for direct support the ceremony. This may include maps, colored parking passes or VIP identification.

(e) Envelopes. Envelopes will include the SPAWAR or PEO return address "for official use only." Addresses will be prepared in accordance with the format conventions of reference (e) (i.e., all capital letters, typed and with no punctuation).

Invitation Example



CHECKLIST OF RESPONSIBILITIES FOR ALL HANDS

The procedures leading to an All Hands ceremony require close coordination among the various departments involved in the event. To ensure smooth completion of each ceremony, this checklist broadly defines some of each departments responsibilities related to the ceremony.

1. Flag Writer. When an All Hands ceremony date is approved by the Commander, advise the following personnel of date/time of event:

- a. Claimancy Command Master Chief
- b. Headquarters Command Master Chief
- c. Corporate Communications Officer
- d. Public Affairs Officer
- e. Protocol Officer
- f. Awards Clerk
- g. Facilities Manager
- h. SPAWAR Operations Center (SOC) Manager
- i. Flag Lieutenant

2. Claimancy Command Master Chief

- a. Assist with the presentation of awards.
- b. Escort Commander to and from awards location.

3. Headquarters Command Master Chief

a. Ensure that ceremonial equipment is in place for event per enclosure (2). This includes the placement of the large National Ensign. On some occasions, the Department of Defense flags should be displayed on stage and the 50 state flags can be placed around the perimeter.

b. Ensure placement of required number of Distinguished Visitor (DV) seats on stage.

- c. Coordinate setting up of Public Announcement system.

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d. Coordinate with Audio Visual to ensure proper media support is available for ceremony, i.e., laptop computer interface for large screen display. Sound and media checks should be conducted the day prior to the ceremony.

e. Ensure the Commander has personal audio equipment before the start time.

f. Escort the Commander to the event when Claimancy Command Master Chief not available.

g. Assist with the presentation of awards.

h. Arrange for two people to handle the "Question & Answer" ("Q & A") microphones.

i. Ensure 2nd and 3rd deck Common Areas are secured prior to and during the ceremony if conducted in the Dwight C. Miller Commons.

4. Corporate Communications Officer

a. Will prepare an electronic notice to be sent out by SPAWAR Code 08 announcing the All Hands event.

b. Post the announcement of the All Hands to the SPAWAR and PEO Enterprise Knowledge Center (SKC) intranet site.

c. Coordinate with the Executive Assistant as to the information to be presented during the ceremony.

d. Prepare slide show of entire ceremony for the Commander's approval and use during the event.

e. Gather "Q & A" to be addressed by the Commander or other representative during presentation.

5. Public Affairs Officer. Will ensure photographer is on hand to take photos of presentations.

6. Protocol Officer

a. Will ensure that the appropriate space is reserved the afternoon before the ceremony to allow time for set-up, as well as, for the day of the ceremony. In most cases this will be the Dwight C. Miller Commons.

b. Will coordinate guest speaker's entry aboard SPAWAR when applicable. This includes security badges, parking and escort.

c. Will ensure that layout of equipment and seating of guests is in accordance with reference (a).

7. Awards Clerk

a. Will ensure that all awards to be presented are prepared and ready for presentation.

b. Will provide the Public Affair Office with the information concerning Lightning Bolt Team Awards and other personal awards that are to be presented during the ceremony for both military and civilian personnel.

c. Will prepare nametags for recipients of awards and place on seating as appropriate.

d. The day before the ceremony, provide to the Flag Lieutenant, a binder with copies of award citations and other documents that are to be read at the ceremony. These should be in the order in which they will be presented.

e. On the day of the event, arrange awards according to presentation timing and assist with the slide show presentation.

f. Ensure recipients of awards are advised of ceremonial procedures and recipients are in place the day of the ceremony.

8. Facilities Manager

a. Make arrangements for delivery for required number of chairs (usually 900 for an All Hands Ceremony).

b. On the day of event, ensure that contracted equipment is in place for ceremony.

c. Assist in arranging reserved parking if a large number of DVs are to attend.

d. Following the ceremony, ensure equipment is removed and space cleaned/cleared.

9. SPAWAR Operations Center (SOC) Manager. Will ensure that notice of All Hands event is presented at the Weekly Staff Briefs.

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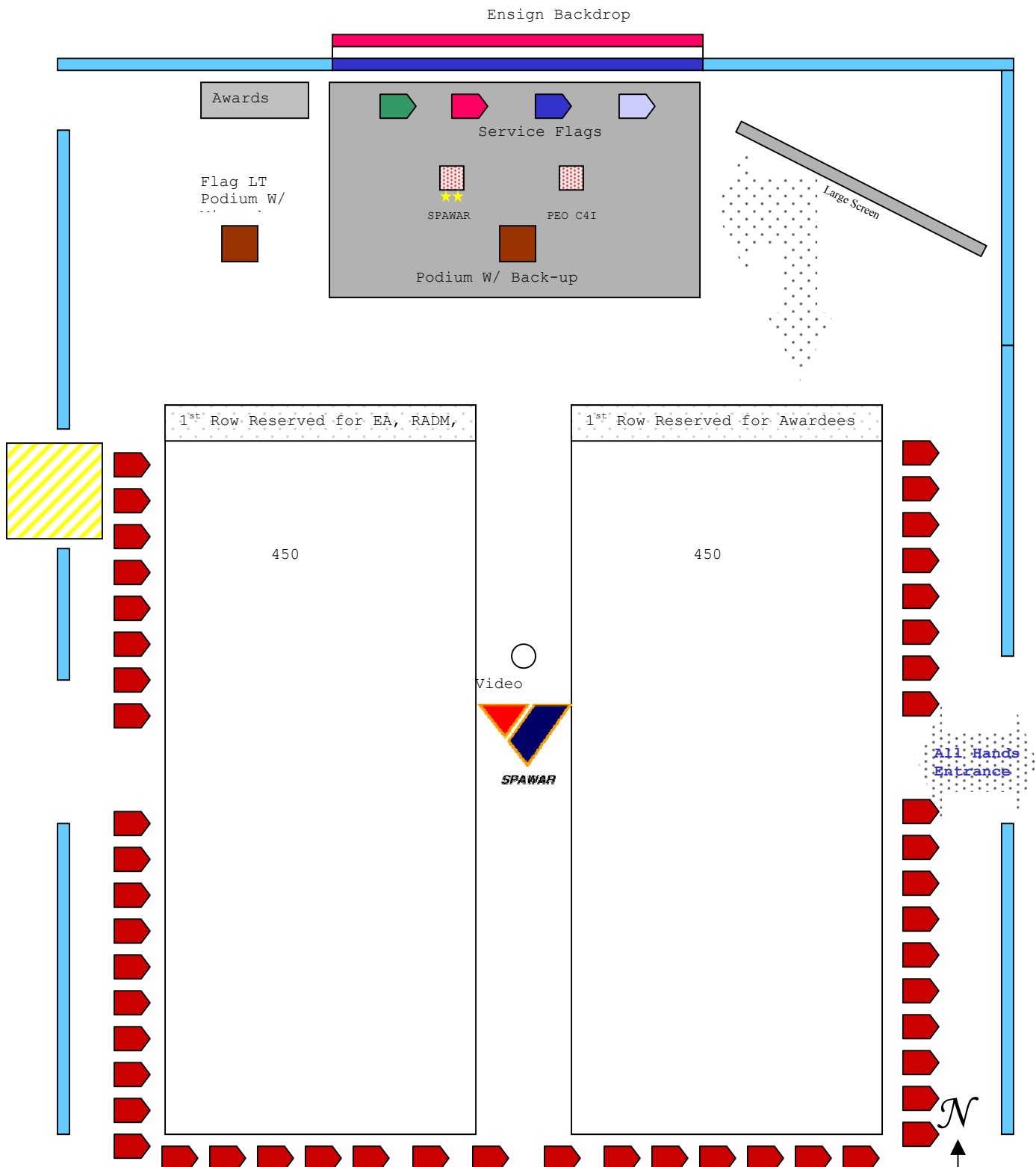
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10. Flag Lieutenant

- a. Escort Commander to ceremony.
- b. Serve as Master of Ceremony (MC) for reading of awards and other presentations.

Ceremony Diagram

O9R Entrance



Note: Depending on the event, service flags and 50 state flags may be displayed

All Hands Setup of Dwight C. Miller Commons

Enclosure (3)

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REQUEST FOR OFFICIAL CEREMONY

For purposes of this instruction, the example provided is for official retirements. Modification of this form is authorized to support commissioning/pinning/and or official receptions.

Date

From: CAPT I. M. Retired
To: Commander, Space and Naval Warfare Systems Command
Via: (1) _____
(Appropriate Code/PMW/Office Administrative Officer)
(2) 09M Military Admin

Subj: REQUEST FOR (RETIREMENT/COMMISSIONING, ETC.) CEREMONY

Ref: (a) MILPERSMAN 1800-010
(b) BUPERSINST 1710.11C
(c) COMNAVREGSWINST 5400.1

Encl: (1) Retirement Ceremony Guest List
(2) Reception Guest List
(3) Biographical Information (military awards/service summary)

1. I have been approved for transfer to the Fleet Reserve/Retired List on _____. I will take separation leave from _____ to _____, and my permissive temporary duty will commence _____ until _____.

2. Per references (a) and (b), I respectfully request a command sponsored retirement ceremony as follows:

- a. Date:
- b. Time:
- c. Location:
- d. Invitations desired: (Yes/No)
- e. Program desired: (Yes/No) [see enclosure (3)]
- f. Master of Ceremonies:
- g. Guest of Honor/Speaker:
- h. Band Service desired: (Yes/No)
- i. Color Guard Service desired: (Yes/No)
- j. Bell ringer, boatswain's mate and photographer will be coordinated and reserved by Action Officer.
- k. Approximate number of guests:

Enclosure (4)

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(1) Military: _____ (excluding command personnel)

(2) Civilian: _____

l. Immediate family members who will attend: (include name, relationship, and citizenship.

m. Command participation desired? (Yes/No)
If yes, specify extent: (e.g., all officers, all CPOs, all personnel, etc.)

n. Uniform:

(1) Official Party: _____

(2) Military Guests: _____

(3) Civilian Attire: _____

o. Chaplain (invocation/benediction) desired? (Yes/No)
(coordinated and reserved by action officer).

p. Nominee for sideboys: (retiree/Action Officer's responsibility)

(1) _____ (2) _____

(3) _____ (4) _____

(5) _____ (6) _____

q. Nominee for ushers: (retiree/ Action Officer's responsibility)

(1) _____ (2) _____

r. Two parking attendants: (retiree/ Action Officer's responsibility)

(1) _____ (2) _____

s. List of attendees for security and vehicle passes,

t. One person for gate duty (retiree/ Action Officer's responsibility).

(1) _____

u. Typed or printed invitations as follows:

OPTION #1: Invitations for the ceremony mailed NLT (date).

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OPTION #2: Invitations for the retirement ceremony provided to me NLT (date) for mailing.

v. Retirement ceremony program desired? (Yes/No)

w. Retirement flag desired? (Yes/No)

3. I intend to provide post ceremonial refreshments: (retiree's responsibility) (Yes/No)

a. Cake? (retiree's responsibility) (Yes/No)

b. Coffee/soft drinks? (retiree's responsibility) (Yes/No)

4. I intend to host a reception: (retiree's responsibility) (Yes/No)

a. Date: _____

b. Time: _____

(1) Cocktails from _____ to _____

(2) Dinner from _____ to _____

c. Location: _____

d. Approximate number of guests: _____

5. I understand that all costs associated with providing and serving post ceremonial refreshments and/or a reception, including cost of invitations and postage for the reception, must be borne by me and may not be paid for from appropriated or non-appropriated funds. Enclosures (1) through (3) for this submission request are attached for review and approval.

Very respectfully,

(Member's rank/rate, name), USN

OFFICIAL CEREMONY CHECKLIST

A separate subject 5060 notice of similar fashion may be promulgated as required

	Action	Primary POC	Timeline
1	Coordinate with 09M for certificates and letters (as applicable)		120 days
2	Ensure award is submitted		120 days
3	Prepare inclement weather plan (if not at OTC Dwight Miller Commons)		90 days
4	Reserve Navy or Marine Corps Band or arrange sound system music		90 days
5	Order Flag with certificate		90 days
6	Order gift/shadowbox and engraving		90 days
7	Reserve Color Guard		90 days
8	Draft invitations		60 days
9	Reserve Ceremonial Gear (state flags, podium, bullets, etc.)	CMC	60 days
10	Finalize Ceremony POA for inclement weather		60 days
11	Reserve Dwight C Miller's Common Area		60 days
12	Honors Area/Bell/Saluting Battery		60 days
13	Request guest speaker		60 days
14	Reserve Color Guard		60 days
15	Reserve Corpsman (if required)		60 days
16	Reserve Chaplain		60 days
17	Reserve Honor Boatswain's Mate		60 days
18	Reserve Navy Photographer		60 days
19	Coordinate with SPAWAR PAO and Protocol		60 days

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20	Reserve Equipment for Videotaping Ceremony	PAO	60 days
21	Shuttle Bus Arrangements (if required)		60 days
22	Reception/Dinner Party Arrangements		60 days
23	Submit invitation to DAPS for printing		60 days
24	Reserve Caterer for Reception		45 days
25	Identify Master of Ceremonies		45 days
26	Identify side boys and ushers		45 days
27	Mail Invitations		45 days
28	Draft program/submit to DAPS		45 days
29	Prepare Fitness Report Input (optional for retirements)	Officer	30 days
30	Identify Pre-Ceremony Reception location and requirements		30 days
31	Coordinate with Security for guest badges		30 days
32	Reserve parking and passes with security		30 days
33	Press Release/Media Coverage (if required)	PAO	30 days
34	Arrange for Hometown News Release		30 days
35	Submit COMNAVREG SW Items of Interest input (if required)		30 days
36	Submit quiet hours (if required)		30 days
37	Identify parking escorts		30 days
38	Security Arrangements		30 Days
39	Identify security gate coordinator		30 days
40	Draft ceremony script		30 days

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41	Submit security badge guest list		15 days
42	Order flowers		15 days
43	Identify 3 code/PMW/office personnel for set-up		15 days
44	Pick up ceremony certificates from 09M		15 days
45	Seating Plan		15 days
46	Set-up rehearsal		2-4 days
47	Ceremony Set Up/Chairs/Sound		event day
48	System/Dais/Podiums/Portable/Restrooms		event day
49	Ensure ceremony breakdown and clean-up		event day

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To: SSC San Diego Security

Security Badge Guest List for _____

SPAWAR HQ, OT2 Miller's Common on _____

	Full Name	Title	U.S. Citizen (Yes/No)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			

Notes:

1. Place all names in alphabetical using their last names.
2. If not a US Citizen, state no and give country of citizenship.
3. Request a few additional Guest badges for those who show up without RSVP.
4. Ensure Color Guard, Honor Boatswains, Chaplain, Photographersmate, etc. are included.
5. List is not limited to ## badges, but keep guest list to a minimum for the amount of guest invited.
6. **List needs to be submitted to Top Side Security by 15 days prior to event.**

Enclosure (6)

Transition Assistance Sheet

1. Within 180 days of retirement, provide VA with copy of Medical and Dental records and all VA paperwork.
2. Within 120 days of retirement, retiree must complete the following:
 - a. Be in receipt of official Retirement/Fleet Reserve transfer orders.
 - b. Contact the 09M and HQ Command Master Chief to begin retirement processes.
 - c. Submit terminal leave and/or Permissive TDY requests through the chain of command.
 - d. Complete enclosure (3) and discuss the document with the 09M and HQ Command Master Chief.
 - e. Schedule separation physical.
 - e. Attend an appropriate Transition Assistance Program (TAP) class.
 - f. Reproduce copies of medical, dental and service records.
3. Within 90 days of retirement:
 - a. Contact Retirement/Fleet Reserve clerk at your respective area and obtain a PSD check-out sheet.
 - b. Validate "my pay" for correctness, and validate DEERS.
4. Within 45 days of retirement:
 - a. Submit invitations for printing in compliance with paragraph 3 and enclosure (1) of the basic instruction.
 - c. Arrange for shipment of household effects.
 - d. See Disbursing Clerk concerning any allotments.
 - e. Submit Survivor Benefit Plan (SBP) election. If you fail to do so, you will automatically be covered at the full amount of retainer.
5. Within 45 days of retirement:

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a. Submit retirement programs for printing in compliance with paragraph 3 and enclosure (1) of the basic instruction.

6. Within 30 days of retirement:

a. Update Record of Emergency Data (NAVPERS 1070/602).

b. Review reference (d) to learn more about VGLI insurance.

c. Arrange for retirement reception at personal cost, if desired.

7. At time of retirement or transfer to Fleet Reserve, the following will be provided by PSD:

a. Original DD-214 along with 5 certified copies of the DD-214.

b. Release orders.

c. Armed Forces Identification Card (DD Form 2N-retired).

d. Uniformed Services Identification and Privilege Card (DD Form 1173) for family members, if applicable.

e. Information and instruction sheet regarding family member travel claims, if applicable.

f. "Once a Veteran" (NAVEDTRA 46602).

g. Certified copy of Survivor Benefit Plan election form.

h. Copy of Fleet Reserve Transfer Authorization (NAVPERS 1830/2) and any modifications (enlisted only).

8. Immediately upon retirement/transfer to the Fleet Reserve:

a. Report to a VA medical facility for dental check (if not completed by the Navy within 90 days of retirement). The right expires one year after release from active service.

b. Establish the degree of service-connected disability with the VA. *This is of utmost importance.*

c. Provide VA with certified copy of DD-214, and current address and phone number.

d. Provide detaching PSD completed travel claim.

USEFUL CONTACTS & TELEPHONE NUMBERS

If you are interested in obtaining tassels as an out-of-pocket expense for your program, contact DAPS at (619) 553-5424 for the name and location of an authorized vendor.

Photographer POC is Point Loma Photo Lab at 553-9571 or
Fleet Imaging Command Pacific (Det San Diego)
Bldg 251, NAS North Island
San Diego, CA 92135
(619) 545-1154 - Direct Line
(619) 545-1180 - Job Appointment Desk

Chaplain POC is 32nd Street Regional Office at 556-1921
Religious Services
Navy Region Southwest
937 North Harbor Drive
San Diego, CA 92132

Navy Band SW Region 545-6498
MU1 Christopher S. Cornette
Navy Band SW Region
NAS North Island
Box 357021
San Diego, CA 92135

Marine Corps Band POC is Director of Marine Band San Diego
SSGT Barta or MSGT Price (619) 524-1754 or FAX (619) 524-0739.

Color Guard POC is DT3 Rodriguez at 556-8388 or
CMC at 556-8204
2310 Craven Street
Naval Dental Center
San Diego, CA 92136

Honor Boatswain's Mate POC is BM1 Mews at 553-9785/0134
Port Services SUBASE
140 Sylvester Road
Bldg 551
San Diego, CA 92106

Sub Base gear Issue - 619 524-9900

32nd ST gear Issue - 619 556-0468

NASNI Gear Issue - 619 545-7475